

FAMILY COURT OF THE STATE OF NEW YORK
 COUNTY OF NASSAU
 1200 Old Country Road
 Westbury, NY 11590
 Records Department Fax # (516) 493-4039

NCFC Electronic Recording Transcript Request Form

A list of transcription services are available on the internet at

<https://www.nycourts.gov/LegacyPDFS/howdoi/vendor-list.pdf>.

Transcription Service Selected: _____

Person Requesting Transcript:

Name	Address	Telephone #
	_____ _____	

Information on Case(s):

Name of Petitioner	Name of Respondent	Name of Judge/Support Magistrate/Referee
File #	Docket #(s)	Date(s) of Court Proceeding(s)
	_____ _____	_____ _____

I hereby request a transcript of a court proceeding. I understand that I will be charged for the transcript and the transcription service I have selected will provide me with an estimate of the cost. I understand that I must pay the transcription service before the transcript will be produced.

Sworn to before me this _____ * _____
 day of _____, 20 _____
 Notary Public _____
 Person Ordering Transcript [sign name]

*Note: If you are submitting this request by mail or by fax, then it must be notarized.
 If you are submitting this request in person, notarization is not required, but you must show a government issued photo identification.
 If you are the attorney of record, only a signature is required.

Court use only ID checked by: _____ (clerk's initials) Date: / /
 Counter Number CD forwarded by: _____ (clerk's initials) Date: / /

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